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14 January 1975

MEMORANDUM FOR: Director of Current Intelligence  
Director of Economic Research  
Director of Political Research  
Director of Strategic Research  
Director, Central Reference Service  
Director, Geographic & Cartographic Research

STATSPEC

[REDACTED]  
Director, Imagery Analysis Service  
Chief, DDI Executive Staff  
Chief, DDI Management Staff  
Chief, Collection Guidance & Assessments Staff  
Chief, COMIREX Staff  
Chief, Special Studies Group  
Chief, CIA Operations Center

SUBJECT : Glossary of Files

1. As you will see from the attached, we are making another effort to come up with an acceptable Agency statement on our files for the Rockefeller Commission. I would like each of those who worked on the submissions to [REDACTED] last week to study these instructions carefully from the point of view of the materials that were submitted last week. Please make any adjustments necessary--including the reporting of additional files, if necessary--and then adapt your report of last week to the suggested format.

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2. Note the short deadline.

[REDACTED]  
PAUL V. WALSH  
Associate Deputy Director  
for Intelligence

STATINTL

Attachment

Subject: Glossary of Files

STATINTL ADDI/PVWalsh/ [REDACTED] /tb (14 Jan 75)

Distribution:

D/OCI Copy given to [REDACTED]  
D/OER Copy given to [REDACTED]  
D/OPR Copy given to [REDACTED]  
D/OSR Copy given to [REDACTED]  
STATSPEC D/CRS Copy given to [REDACTED]  
Cartography/OGCR Copy given to [REDACTED]

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On buckslip to each  
was the following  
message: "Please  
contact your Office  
Director."

[REDACTED]

C/DDI Executive Staff  
C/DDI Management Staff  
C/CGAS  
C/COMIREX Staff  
C/Special Studies Group  
C/CIA Operations Center

- 1 - DDI (File: Questionable Activities)
- 1 - DDI Chrono
- 1 - ADDI Chrono

14 January 1975

MEMORANDUM FOR: ADDI  
ADDA  
ADDO  
ADDS&T  
OGC  
OLC  
IG  
AD/DCI/IC

SUBJECT : Revised Glossary of Files for  
President's Commission

1. Attached are instructions for preparing an index of records to be forwarded to the Presidential Commission on CIA Activities. The responses by each component must conform to these instructions and its sample format. They should be consolidated in each Directorate and then forwarded to [REDACTED]

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2. The need for this consolidation is urgent. Therefore, the deadline for Directorate submissions to [REDACTED] 1700 hours, Wednesday, 15 January 1975.

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3. I suggest that each Associate Deputy Director designate an Action Officer for this project, primarily to answer questions within the Directorate, but also to serve as a point of contact with [REDACTED]. Please have this individual contact [REDACTED]

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[REDACTED]  
Donald Chamberlain  
Inspector General

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cc: Mr. Knoche

Attachment

Memorandum For: ADD's, OGC, OLC, IG, AD/DCI/IC  
dtd 14 Jan 1975 from the IG

ADDI/PVWalsh/tb (14 Jan 75)

Distribution:

- 1 copy - Ea Addressee w/att
- 1 - Mr. Knoche w/att
- 1 - DDI File w/att
- 1 - DDI Chrono w/att
- 1 - ADDI Chrono w/att

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Concepts and Instructions for a Revised Glossary of Files

1. In putting together a list and description of files for the President's Commission, the Agency should:

- Exclude normal administrative files essential to the operation of any institution although there must be a general description and functional listing of them. Files on personnel (including medical, security, training, logistics, soft files), independent contractors, consultants, vendor contractors, and liaison with Government personnel fit this category. The Directorate of Administration will cover these files for the Agency.

- Include any material that might seem unusual to an outside reviewer.

- Provide the investigator with sufficient data to demonstrate clearly that the Agency is forthcoming and intends to meet the issues factually and frontally. The investigator should not have to search and pry in order to find out about the existence of the things that he must look at in order to do his job well.

2. The report on CIA files must be packaged in a useful and usable format. It should point the investigators at things of interest to the Commission; the things that the investigator needs to look at should not be concealed among trivia. To do this, some categorizing of the holdings would be useful; perhaps shades of gray can be distinguished for the benefit of the investigators. It cannot contain thousands of entries.

- To the extent possible, the investigators ought to get a feel for the size of each of the files, lists, folders, or indexes that may be of interest to them, and for the number of US citizens or permanent resident aliens that each of these collections may contain.

**CIA INTERNAL USE ONLY**

-- The terms index, list, file and folder are defined below; these definitions should be precisely used in this exercise, regardless of the terminology in current use in any given component. The generic sources for the materials in each should be identified. An individual's shoebox that is forever changing and that serves primarily as the extension of an individual's personal memory should not be confused with a file (or whatever) that is part of a formal ongoing procedure independent of the occupant of a particular job or the incumbent on a particular desk.

3. Definitions

-- File: An orderly arrangement of a quantity of like materials organized to permit recovery or reference to the individual materials within it. It may be subdivided to facilitate recovery of data on a single person, place, thing, activity, or subject.

-- Folder or Envelope: A small, more or less unique collection of material that is also more or less extraordinary in the environment in which it was built and in which it is stored.

-- List: A series of names, numbers, words or whatever set forth in some order.

-- Index: A list describing the items in a file and pointing to where the item may be found.

Examples: ISG/DDO and ISG/CRS/DDI have [REDACTED] STAR is an index to the ISG/DDO file. The CRS [REDACTED] is not indexed. [REDACTED] is a machine index to a file of individual documents. CRS Reference Aids are primarily lists; the contents do not lead back to source documents or other supporting data. Individual analysts in OCI, OER, OSI, etc., for the most part, work with collections of folders-- material so organized

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that personnel other than the originators cannot readily retrieve or do research in these collections. Those that are ordered on a branch or other unit basis and that continue without regard to who sits where at a particular point in time are a file.

4. The next step in this exercise will be to complete an index of holdings (files, indexes, lists and retrievable folders) concerning US citizens or organizations other than those administrative materials common to any organization. We do not need to list personnel, medical, security, logistic, or financial materials common to the administration of any organization. However, as indicated above, if any such files contain improper materials or materials possibly inviting question, an entry should be made in the index.

We do need to list files other than those above which contain the names of US citizens or organizations, whether or not the information is retrievable by name or identifying number, and we should indicate whether or not it is retrievable by name or number of US citizen or organization. A format is attached.

- Column 1    Specific organization responsible for the material and room number where one begins to look at or utilize the data. These data are for internal control to facilitate response to queries from investigators.
- 2    Category and brief description of material. A list, index, etc. with a very brief descriptive title.
- 3    Data Sources and Purposes. A brief generic description of where the material in the collection came from and what the file is intended to do. (The next phase of this exercise will probably require/permit expansion of this information.)

- 4 Approximate size of the file. Whatever measurement is convenient and meaningful to the layman: linear feet/inches, number of computer tapes, or number of entries-- but it must be meaningful in that it tells the investigator something useful about the size of the task of examining the materials.
- 5 Approximate numbers of US citizens (include permanent resident aliens, if known), and firms contained in the materials. Write as follows to save space: XXXXXXXX/XXX. The number to the left of the slash represents people, that on the right stands for organizations.

5. Additional Guidance

To further clarify what ought to be included and what ought to be excluded from this listing, the following is offered as the first draft of the introduction or the foreword to the report:

CIA, like any other large institution, has a mass of files that are necessary for the conduct of business. People are hired; get paid, promoted; they are reassigned; get sick; marry; are cleared for different jobs; resign; retire and die. Records result.

Things and services are bought from the commercial world or acquired from other institutions. The acquisition of these things and services involve contacts with people; more records result.

People not directly involved in the Agency wish to acquire its output. These people correspond with the Agency; more records result.

As a central agency, certain coordination and record keeping roles fall on CIA; again, records result.



In compiling the following descriptions of our records involving Americans, attempts have been made to eliminate those which even in a secret institution are so normal as to be irrelevant to an investigation. The exclusions cover those kinds of records that must exist simply to employ people and acquire things and services and to render common services. However, even those records that might be questioned should appear in the index. The compilation is intended to point at those things that are relevant to an investigation; it will omit those that appear to be irrelevant.

File Categories Containing Names of US Citizens and Organizations  
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Sponsoring Unit (Org/Room)	Category of File & Brief Description	Data Sources and Purpose	Approx. Size	Approx No. of US Citizens/Firms
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